



APPENDIX A - Photographing, Filming and Recording Students

Annual Consent Form and Collection Notice

Altona Primary School students participate in a range of activities and events throughout the year where staff may photograph, film or record students participating in school activities and events.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools that can only be accessed by students, parents/carers or school staff with passwords eg emails, classroom blogs or apps, Compass, Class Dojo, Google Suite
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website
- in promotional material for the school, including in pamphlets and public advertisements. (We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.)
- in the Grade 6 school magazine

Your child may be identified by first name only in these images (or not named at all).

Privacy Protection

Photographs and film of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information.

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Your Authority and Consent

- I have read this form and I consent to the school photographing and filming my child (the student named below) and I acknowledge that: --the school may use images of my child in the ways described in this form.
- I must notify the school principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain.

PLEASE NOTE: If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

PLEASE NOTE: If you have read this notice and choose to **OPT OUT**, please refer to the information below and return the signed notice.

Please read this form carefully. If you do not understand any aspect, please call the school on (03) 9398 2925 or by email altona.ps@education.vic.gov.au



Student Name: _____

Grade: _____

Opt Out

Altona Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – refer to *Photographing, Filming and Recording Students Policy*).

If you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the school via email or to the classroom teacher. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I have read this form and I **do not consent** to Altona Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

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Name of parent/guardian/ carer: _____

Relationship to Student: _____

Signature: _____

Date: ____ / ____ / _____